

EXECUTIVE SECRETARIAT
ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		✓		
2	DDCI		✓		
3	EXDIR		✓		
4	D/ICS				
5	DDI				
6	DDA	✓			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/Para				
14	D/OLL				
15	D/PAO		✓		
16	SA/IA				
17	AO/DCL				
18	C/IPD/OIS				
19	C/Protocol		✓		
20					
21					
22					
SUSPENSE		Date			

Remarks

ESL
Executive Secretary
4/18/84
Date

Executive Registry

84-1509/1

THE WHITE HOUSE
WASHINGTON

April 17, 1984

H. PAO 84-0144
DDA 84-0028134
PAO 84-0130
DDA 84-016913

Dear Mr. Casey:

This letter is in follow-up to my letter of April 5, 1984. I am pleased to write that the President will be able to join you for the groundbreaking ceremony for the addition to the CIA headquarters in Washington.

The groundbreaking ceremony has been entered on the President's schedule for May 24, 1984 at 11:00 a.m. Nearer the date, Mr. William Henkel, Special Assistant to the President and Director of Advance, will contact you about the arrangements for this appearance by the President.

The President's acceptance of this invitation should not be announced to anyone until official notification is given by the White House Press Office, and any public announcement of this event must be coordinated with that office.

You should be aware that certain physical facility requirements exist for any Presidential appearance. The costs associated with these requirements are generally the responsibility of the host and are summarized on the attached list.

If you wish to alter the current plans for this event in any way, such as changing any part of the format, the location, the participants, or the attire, please direct your request for the proposed change to the Office of Presidential Appointments and Scheduling.

With best wishes,

Sincerely,

*Fred*FREDERICK J. RYAN, JR.
Director, Presidential
Appointments and SchedulingThe Honorable William J. Casey, Director
Central Intelligence Agency
Washington, D.C. 20505

COPY

THE WHITE HOUSE

WASHINGTON
April 5, 1984

Dear Mr. Casey:

Your recent memorandum inviting the President to participate in the groundbreaking ceremony for the addition to the CIA headquarters in Washington has been forwarded to me by Michael Deaver.

We appreciate your interest in having the President at this important event, and we have made every effort to include it in his schedule. Although this is certainly an occasion on which he would enjoy being with you, unfortunately, he will be unable to attend the groundbreaking ceremony. However, on behalf of the President, please accept our warmest wishes for a most successful day and the early completion of the addition.

With best regards,

Sincerely,

FREDERICK J. RYAN, JR.
Director, Presidential
Appointments and Scheduling

The Honorable William J. Casey, Director
Central Intelligence Agency
Washington, D.C. 20505

THE WHITE HOUSE

WASHINGTON

HOST FINANCIAL RESPONSIBILITIES FOR PRESIDENTIAL SPEECH APPEARANCES

The following items are necessary to establish the proper environment and physical requirements for a Presidential appearance, and are the responsibility of the host organization.

While not all-inclusive, this listing provides a general overview of host responsibilities. Specific physical requirements will be determined by the nature of the event and the facility to be utilized. Costs vary from city to city.

Host responsibilities include:

- the facility
- staging platforms
- appropriate backdrop
- dais and/or head table
- skirting of above
- rope and stanchions, or other appropriate containment barriers
- press platform in speech site
- press filing center adjacent to speech site
- tables for writing press
- lighting
- public address system
- tickets and programs (optional)
- ushers and facility set-up personnel
- expenses of the staff office, generally not to exceed \$500.

The White House will provide the podium, and technical supervision of all lighting and audio visual services. Specific physical facility requirements, organization, and set-up will be coordinated with the host by the White House Advance Office representative on site.